



A company set up under section 42 of the Companies Ordinance, 1984

PHA FOUNDATION

MINISTRY OF HOUSING & WORKS

SHAHEED-E- MILLAT, SECRETARIAT, BLUE AREA, ISLAMABAD



No. PHA-F/37th BoD Meeting/2019/159
Dated: January 15th, 2020

Subject: MINUTES OF 37TH BOD MEETING OF PHA FOUNDATION HELD ON JANUARY 09, 2020 IN CONFERENCE ROOM OF PHA FOUNDATION, ISLAMABAD.

I am directed to enclose copy of approved Minutes of 37th meeting of BoD of PHA Foundation which was held under the chairmanship of Federal Minister for Housing & Works / Chairman, PHA Foundation on January 09, 2020 at 02:30 PM in the Conference Room of PHA Foundation, Islamabad.

Encl: As above


(Muhammad Irfan Khan)
Director (M&C)

Distribution:

1. Ch. Tariq Bashir Cheema,
Federal Minister for Housing & Works/
Chairman, PHA Foundation,
Islamabad.
2. Dr. Imran Zeb Khan,
Secretary Housing & Works,
M/o Housing & Works,
Islamabad.
3. Mr. Zahoor Ahmed,
Additional Secretary,
M/o Housing & Works,
Islamabad.
4. Mr. Tariq Rashid,
Chief Executive Officer,
PHA Foundation,
Islamabad.
5. Mr. Hamayun Akhtar,
Member Engineering,
CDA, Islamabad.
6. Mr. Muhammad Yaseen Shar Baloch,
Joint Secretary (Admin),
M/o Housing & Works,
Islamabad.
7. Mr. Jibran Khalil Malik,
Financial Advisor (Works)/
Joint Secretary, Finance Division,
Islamabad.
8. Mr. Waseem Hayat Bajwa,
Chief Executive Officer,
FGEHA, Islamabad.
9. Muhammad Shahzad,
Joint Engineering Advisor,
M/o Housing & Works,
Islamabad.
10. Mr. Shahid Farzand,
Director General,
Pak. PWD, Islamabad.

Copy for information to:

- i. PS to Chief Executive Officer, PHA Foundation, Islamabad.
- ii. PA to Chief Engineer, PHA Foundation, Islamabad.
- iii. PA to All Directors, PHA Foundation, Islamabad.
- iv. Section file.

MINUTES OF 37TH BOD MEETING OF PHA FOUNDATION.

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37th Meeting of the Board of Directors of PHA Foundation was held under the chairmanship of honorable Federal Minister for Housing and Works / Chairman, PHA Foundation on January 09, 2020 at 02:30 PM in the Conference Room of PHA Foundation, Islamabad.

2. The meeting started with recitation from the Holy Quran.

AGENDA ITEM NO. 01

CONFIRMATION OF MINUTES OF 36TH BOD MEETING OF PHA FOUNDATION.

36th Meeting of the Board of Directors of PHA Foundation was held under the Chairmanship of Honorable Federal Minister for Housing & Works / Chairman, PHA Foundation on November 18, 2019 at 11:30 AM in the Conference Room of PHA Foundation, Islamabad.

2. Members of BoD confirmed minutes of 36th BoD Meeting.

AGENDA ITEM NO. 02

UPDATED STATUS OF PHAF ONGOING PROJECTS AT SECTOR I-12, ISLAMABAD AND KUHLAK ROAD QUETTA.

a) UPDATED STATUS OF MULTI STORY APARTMENTS AT SECTOR I-12, ISLAMABAD:

The subject project was launched in 2010 under the Prime Minister Housing Program for Federal Government Employees (BPS 1-16) and General Public. The project was divided in 10 packages for implementation purposes including infrastructure work. Package 1, 2, 3, 4, 5, 6 and 7 comprised of D type Apartments while Package 8 and 9 consisted of E type Apartments and Package 10 consisted of Infrastructure work and construction of box culvert (Phase-1).

2. CDA stayed the sealing of the project provisionally and the construction activities at site were resumed by all contractors except M/s MAAKSONS who in September, 2019 expressed his apprehension regarding bearing capacity of soil. Confusions were created because of different values of Soil Bearing Capacity at different times by different firms. Despite categorical undertaking/assurance of design consultant M/s Meinhardt regarding soil bearing capacity and structure stability duly supported by studies, PHA-F engaged Engineer-in-chief (E in C), Pakistan Army for conducting fresh soil bearing capacity in order to resolve the issue which is in progress. The field work has been completed by the DD&C branch and the geotechnical report writing / analysis is in progress and shall be communicated to all BoD members as the result are finalized by E in C, DD & C Branch, GHQ, Rawalpindi.

3. On November 14, 2019, CDA conveyed to PHAF to vet the Hydrological study report and to design the proposed realignment of CDA trunk sewer from a CDA approved vetting consultant and submit it to CDA. Accordingly, it was directed to the Design Consultant to take up the matter and address the queries asked by CDA, which is in progress.

DISCUSSION:

The Board was informed that the DD&C Branch E-in-C evaluated the bearing capacity by using three different approaches and provided a interim bearing capacity report on 8 January, 2020 as follows:

- | | |
|---|------------|
| • CPT value average bearing capacity as per E-in-C Report | 2.31 T/sft |
| • SPT value average bearing capacity as per E-in-C Report | 2.09 T/sft |
| • SU value average bearing capacity as per E-in-C Report | 1.74 T/sft |
| • Recommended average bearing capacity as per E-in-C Report | 1.70 t/sft |

2. The DD&C Branch E-in-C also recommended that:

- Complete diversion of Nullah by providing lined channel
- Disposal of diverted Nullah flow away from the buildings.
- Provision of cut-off walls at appropriate level all along the raft perimeter to stop ingress of water and wetting of foundation soil.
- Provision of adequate sumps and pumping of already ingresses water if any.
- Structural analysis and soil-structural interaction analysis is also strongly recommended to be performed catering all kinematic and inertial seismic forces.

3. Member Engineering CDA invited the attention of the Board towards the recommendation of DD&C Branch E-in-C to be observed before taking any further action. It was informed that the design consultant M/s Meinhardt submitted their para wise response which were as follows:

- Culvert Nullah is already in place and work is in progress and would be diverted as placed on record earlier.
- Culvert outlet is away from buildings and outside the plot boundary.
- Source of ingress of water i.e. Nullah is already being diverted from the project site through an RCC encased Box Culvert with provision of cut off/wing walls at both inlet and outlet. Further CDA has planned to construct a lined channel in the I-12 sector to confine the Nullah flow which would not allow ingress of water into the subsoil.
- The point of sump pit shall be considered and shall be checked if required after consultation with their design and vetting engineer and if required, same shall be incorporated in the infra-design package of the project.
- Point B related to structural analysis was already covered in design which has already been vetted by CDA approved consultants.
- They (M/s Meinhardt) have also undertaken that as provided earlier through their respective certificates of design engineer and vetting engineer, the buildings are completely safe based on design standards as provided in relevant codes.

DECISION:

The Board directed to implement its earlier decision taken in 36th meeting and payments may be released to Contractors and Consultants.

b) PROGRESS/ UPDATE OF DEVELOPMENT OF HOUSING SCHEME AT KUCHLAK ROAD QUETTA:

The Board was briefed that PHA-F was in the process of developing a Housing Scheme at Kuchlak Road Quetta for Government Employees and the General Public under Prime Minister Housing Scheme. After completion of all codal and technical formalities, PHA-F started the Tendering process for the subject mentioned project.

2. The details of the tendering process against all the packages (1 – 10) have been summarized as follows:

- i. Notice for Prequalification of Contractors published in nation-wide newspaper: **31/08/2019**
- ii. Deadline for Submission of Technical Bids: **09/09/2019**
- iii. Total Applications for Prequalification Received: **197**
- iv. Pre-Qualification process completed by Consultant on: **27/09/2019**
- v. Details of Prequalified Contractors:

Housing Units (14 Contractors)

Apartments (15 Contractors)

Infrastructure Works (11 Contractors)

- vi. Bids were invited from all Pre-qualified Contractors: **09/12/2019**
- vii. Deadline for collection of Tender Documents: **30/12/2019**
- viii. Tender Documents Collected: **86**
- ix. Bid-Opening date: **31/12/2019**
- x. Comparative Statement:
- xi. Bid Evaluation report to be submitted on **10/01/2020** by the Consultant.
- xii. After acceptance of Lowest Bid, Letter of Acceptance for award of work will be issued accordingly

3. It was further briefed that after issuance of Letter of Acceptance (LOA) to the successful bidders, Performance Guarantee by the Contractors would be submitted within 28 days to PHA-F and after due scrutiny as per contractual provision, the Letter of Commencement (LOC) would be issued and subsequently the work would start at site.

4. Moreover, process of hiring/appointment of 'The Engineer' and Supervisory Consultant for the subject project has been initiated and would be completed before commencement of work.

DECISIONS:

- i. PHAF shall in the light of bid evaluation report to be submitted by the Consultant, proceed with award and commencement of work.
- ii. PHAF shall establish a proper office setup and depute a permanent necessary team under Project Director in Quetta for execution of the Project.

AGENDA ITEM NO. 03

PROVISION OF MEDICAL FACILITY TO THE PARENTS OF THE FEMALE MARRIED EMPLOYEES OF PHA-F

The Board was briefed that a joint application was submitted by female officers/officials of PHA-F wherein they had requested for provision of medical facility for their parents being dependent on them. In this regard, it was apprised that PHA Foundation was providing medical facility to all employees of PHA Foundation alongwith their dependents as per PHA-F Regulations for Medical Attendance, 2017. However, there was no specific provision in PHA-F Regulations for Medical Attendance, 2017 regarding provision of medical

facility to the parents of married female officers/ officials available. The definition of family in PHA-F Regulations for Medical Attendance, 2017 Clause 1.2(g) is, "Means spouse (vis, dependent husband or wives) dependent parents, legitimate unmarried children and unmarried step children residing with and wholly dependent upon the employee". Moreover as per **Explanation-2 of the said rules** "parents of an employee shall be deemed to be wholly dependent on the employee, if not serving or retired or drawing pension.

2. It was further apprised that the instant matter was placed before the meeting of Finance & Accounts Committee of PHA-F held on 3rd October 2019 for its consideration and recommendations wherein, after thread-bare point wise discussion, the committee unanimously recommended the following amendments in the existing PHA-F Regulations for Medical Attendance, 2017.

Section/Clause	Existing Rule	Proposed Amendments
1.2 (g) Explanation-2	Parents of an employee shall be deemed to be wholly dependent on the employee. If not serving or retired or drawing pension.	Parents of an employee shall be deemed to be wholly dependent on the employee i) In service, retired or pensioners dependents of the employee shall be entitled to claim any benefit admissible to him if they does not claim the benefit in their own right as government servant. To this effect employee shall undertake and submit an affidavit that they shall not claim the same from any other government institution. ii) Married female employees shall undertake and submit an affidavit that "parents are residing with her, are/ were not employed, not receiving any pension and / or there is no male sibling to support them, and are totally dependent upon her for their medical / treatment.
1.2 (g) Explanation-2	Unmarried sons and stepsons shall be deemed to be wholly dependent upon her/him till they reach the age of 18 years.	Unmarried sons and stepsons shall be deemed to be wholly dependent upon her/him till they complete the age of 25 years, and shall thereafter be deemed to be so dependent only if he/she certifies that they are wholly dependent upon him.

3. The committee further recommended that the above recommendations of the committee be placed before the forthcoming BOD of PHA-F for approval as amendments in medical regulations were beyond the mandate of committee.

DECISION:

The Board approved the proposed amendments in PHAF Regulations for Medical Attendance 2017, as recommended by Finance and Accounts Committee of PHAF. The Board further directed in this regard, that there shall be no discrimination on the basis of gender.

APPROVAL FROM BOARD OF DIRECTORS/AGM FOR AUDITED ACCOUNTS /CERTIFIED FINANCIAL STATEMENTS OF PAKISTAN HOUSING AUTHORITY FOUNDATION (PHA-F) & PHA-F EMPLOYEES CP FUND FOR THE FINANCIAL YEAR ENDED JUNE 30, 2019.

It was apprised that Annual Audit/Certification of Accounts of the Pakistan Housing Authority Foundation and PHA-F employees contributory Provident Fund for the financial year 2018-19 was completed by the external auditor of PHA-F i.e. M/s Aslam Malik & Co. Chartered Accountants. The external Auditors issued the audit reports along with the request to provide requisite documents i.e. approval of BOD for formal issuance of signed audit report as per requirements of Companies Act 2017 of SECP guidelines.

02. The Audited Financial Statements of PHA-F for FY 2018-19 and Financial Statements of PHA-F employees CP Fund were discussed and reviewed by the Finance & Accounts committee of PHA-Foundation Board in its meeting held on 30-12-2019. The Committee recommended the above mentioned audited Financial Statements for presentation to PHA-F BoD/AGM for formal approval.

03. The matter was placed before the Board for consideration with request to declare the 37th BOD meeting as 8th Annual General meeting (AGM) of Board as required by the Securities & Exchange Commission of Pakistan (SECP) under Section 230-233 and also laid down in the Section 63, Article of Association of PHA-F.

DISCUSSION:

The CEO, PHAF briefed the members regarding unqualified audit report of PHAF financial statement for the Year-2018-19, issued by External Auditor of PHAF. It was apprised that the management of PHAF ensured quality and accuracy while preparing the books of accounts in line with the International Accounting Standards / International Financial Reporting Standards (IAS/IFRS). The CEO, PHAF also stated that for the first time in the history of PHAF External Auditor had issued unqualified audited report which was a bench mark for an efficient internal financial management and dedication of staff to achieve this milestone and enable PHAF to get certification under section 2 (36) from Pakistan Center for Philanthropy (PCP) as tax exemption certification being an NPO from FBR.

DECISION:

The Board of Directors approved the Annual Audited Financial Statements for Financial Year 2018-19 along with PHA-F employees CP Fund Financial Statements for FY 2018-19.



OPENING OF DAILY PRODUCT BANK ACCOUNT FOR THE FUNDS MANAGEMENT OF CONTRACTORS RETENTION MONEY OF PHA-F

It was informed that in 36th BoD meeting, the matter regarding opening of sixteen (16) projects, maintenance, contractor retention money banks accounts was discussed and BoD gave following decision:-

“After detailed deliberations, the Chairman of PHA-F Board directed that the rules related to working balances prescribed that the risk associated with keeping deposits should be diversified; hence in the existing scenario wherein Financial Statement of JS bank revealed precarious position of the bank, the Finance and Accounts Committee will review quoted rates, bank rating and diversified deposits in more than one bank. Furthermore, Contractors Retention Money bank account may be re-advertised keeping in view the diversification of the funds in line with Finance Division guidelines, 2003”.

02. In compliance of aforesaid decision, all projects bank accounts except contractors withheld retention money were opened with JS Bank Ltd in line with general policy guidelines/instructions of Finance Division for depositing/maintaining of working balances of Public sector enterprises and local autonomous bodies, 2003, the salient features were summarized as under:-

- i. Competitive rates should be obtained from scheduled banks of Pakistan.
- ii. Scheduled banks having minimum “A” rating as per JCR-JIS Credit Rating and Moody’s Fitches and Standard & Poor rating for foreign Banks operating in Pakistan.
- iii. If deposits are expected more than Rs. 10 million, then approval of concerned BoD is mandatory.
- iv. Funds should be diversified.

03. Foregoing, in compliance of 36th BoD meeting decision, the bank account of retention money of contractors, was re-advertised with approval of Competent Authority MD/CEO PHA-F for seeking of optimum mark-up rate. The sealed quotations were called from scheduled banks. The advertisement published in two daily newspapers i.e. Jang & Dawn on December 04, 2019. In response following four (4) banks participated in the competitive process. The analytical and comparative statement of quoted rates received from the banks is as under:-

Sr.No	Bank Name & Address	Minimum amount for opening	Profit rate quoted	Bank rating as per state bank website	Remarks
1	Sindh Bank, Islamabad	500 million & above	12.75 %	A+	
		300 million & above	12.60 %		
		100 million & above	12.50 %		
		Up to 100 million	11.50 %		
2	Habib Metropolitan Bank Islamabad	5 million & above	12.50 %	AA+	
3	Bank Al Habib Limited, Islamabad	100 million & above	12.50%	AA+	
4	Standard Chartered Bank Islamabad	400 million & above	12.40 %	AAA	

04. The matter of opening of bank account of management of contractor retention money was placed before Finance and Accounts Committee for deliberations and recommendation. The committee examined the quoted rates and the salient feature of the rates quoted by the banks mentioned in the above table which are reproduced as under:-

- I. Sindh Bank offered the highest markup rate 12.75 % p.a. with condition the balance more than 500 million. The committee was of the view that top management of Sindh Bank was under investigation by NAB and FIA due to irregularities/lack of internal/financial control as reported by Joint Investigation team constituted by Supreme Court of Pakistan. Furthermore, the current credit rating of Sindh Bank had also dropped from AA to A+, as per credit rating status showing on website of State Bank of Pakistan.
- II. Habib Metropolitan Bank had offered the 2nd highest markup rate 12.50 % p.a with condition/ limit of deposit of Rs. 5 million and above.
- III. Bank al Habib had offered the markup rate 12.50 % p.a with condition/ limit of deposit of Rs. 100 million and above.
- IV. Standard Chartered Bank had offered markup rate 12.40 % p.a with condition/ limit of deposit of Rs. 400 million and above.

05. The committee was of view that a difference of 0.25% in case of Sindh Bank was not worth to take risk of investment /opening of account in a bank with smeared reputation and its top brass under criminal investigation. Moreover, the Bank's sudden drop in rating from AA to A+ reflected negatively on its performance and future operational stability and there was a chance that it further dropped down in which case the placement of fund with said bank would not be considered prudent by any standards.

06. Finance & Accounts Committee reviewed the quoted rates and recommended that PHA-F may open the bank accounts of retention money of contractors with Habib Metropolitan Bank, F-7 Markaz, Islamabad as bank quoted highest acceptable markup rate i.e. 12.50 % p.a. with minimum deposit condition of five (5) million, being more competitive, feasible and appropriate in the given scenario.

DECISION

The Board approved to open the contractor withheld Retention Money Bank Account with Habib Metropolitan Bank, F-7 Markaz, Islamabad @ 12.50 % per annum.

AGENDA ITEM NO. 06

APPROVAL FOR RE-APPOINTMENT/EXTENSION IN APPOINTMENT OF EXISTING AUDITORS FOR ONE YEAR i.e. FOR AUDIT OF ACCOUNTS OF PHA-F FOR FINANCIAL YEAR 2019-20

It was briefed that, Annual financial attest of Pakistan Housing Authority Foundation (PHA-F) Accounts for the financial year 2018-19 had been completed by auditors M/s Aslam Malik & Co., "the External Auditor of PHA-F" and issued certified Audit report. The financial statements along with audit report was submitted to the BoDs/AGM through a separate agenda item.

02. PHAF intends to re-appoint / extend the appointment of the existing auditors (M/s Aslam Malik & Co. Chartered Accountants on existing terms and conditions in line with the Public Sector Companies (Corporate Governance) Rules, 2013 and Section 246 of Companies Act, 2017. In view, agenda item was presented for approval of Board of Directors/AGM.

DECISION:

In line with Section 246 of the Companies Act, 2017, read with SRO No. 275(I)/2017 dated April 21, 2017 Public Sector Companies (Corporate Governance) Rules, 2013, the Board approved the reappointment / extension of M/s Aslam Malik & Co. Chartered Accountants for the Financial Year 2019-20 on existing terms and conditions.

AGENDA ITEM NO. 07

OPENING OF SIXTEEN (16) BANK ACCOUNTS FOR THE FUND MANAGEMENT OF PHA-F PROJECTS

It was informed that in 36th BoD meeting, the matter regarding opening of sixteen PHA-Foundation bank accounts was discussed, and BoD gave following decisions:-

“After detailed deliberations, the Chairman of PHA-F Board directed that the rules related to working balances prescribed that the risk associated with keeping deposits should be diversified; hence in the existing scenario wherein Financial Statement of JS bank revealed precarious position of the bank, the Finance and Accounts Committee will review quoted rates, bank rating and diversified deposits in more than one bank. Furthermore, Contractors Retention Money bank account may be re-advertised keeping in view the diversification of the funds in line with Finance Division guidelines, 2003”.

02. In compliance of BoD decision, the matter regarding review and examination of risk associated with JS Bank Ltd and projects funds diversification in accordance to Finance Division guidelines was placed before Finance and Accounts committee in its meeting held on December 06, 2019. Director Finance PHA-F informed the committee that in compliance of the BoD directive and also on the advice of Financial Advisor, the Pakistan Credit Rating Agency Limited (PACRA) and State Bank of Pakistan (SBP) were requested to provide the updated/latest credit rating of JS Bank Ltd as the third quarterly Financial Statement period ended 30th September, 2019 was showing losses.

03. The Committee was also informed that in response to PHA-F request, PACRA had confirmed the credit rating of JS Bank as A1+ short term and AA- long term, stable as per dissemination date June 28, 2019. State Bank of Pakistan also provided the same credit rating which was available on its website for perusal. Furthermore, other competitive banks i.e. Habib Metropolitan Bank Ltd, F-7 Branch and Standard Chartered Bank, Awan Arcade, Blue Area Branch were asked to enhance markup rate equal to JS Bank, but both banks declined to do so.

04. Moreover, it was also briefed that clarification regarding showing of losses in the Financial Statement for period ended 30th September 2019 had been sought from JS Bank management vide letter dated November 15, 2019. In response bank had clarified vide letter that main reason of loss was mainly due to an investment of Pakistan Investment Enterprises

Bond (PIB) s @ 6.88% yield as compared to market yield of 13.2 %. This was explained in latest financial available on website and JS Bank also mentioned that bank accumulated earnings / profit worth Rs. 4.237 Billion with healthy reserves of Rs. 1.7 Billion. Moreover, the bank was in operational profit and never incurred loss since its inception.

05. The committee deliberated the matter on the facts including JS Bank's clarification of losses reported in media/Financial Statement (Para 6 ante), the information sought from PACRA and State Bank of Pakistan regarding the rating of concerned bank, JS Bank (Para 5 ante) and the alternate arrangement for placement of funds in case the funds were withdrawn from the JS Bank, whereby both the banks did not agree to match the offer given by JS Bank.

06. Finance and Accounts committee further deliberated on facts and rule position vide FD's OM.No.F.4(1)/2002-BR-II dated 2nd July, 2003 whereby credit rating of the Bank was the first and foremost criteria to ensure safety and security of deposits. As regards diversification, since no clear instructions were available with regards to deposit at lower offer hence a conservative approach demanded that deposits may be accepted only by matching the highest quoted rate. Since in this case the same was not offered by the alternate banks hence the option of diversification specifically in the wake of lower bid offers by the other banks was not considered by the committee. Consequently it was decided to open bank accounts of all (16) PHAF projects with JS Bank Ltd which had offered highest quoted rate 13.05% per annum immediately without further delay.

07. In the best interest and the safety of Public money, the Committee decided that the management of PHA Foundation to keep close watch and monitor the profitability of JS Bank and in case the rating of the bank dropped below "A" then matter may immediately be brought to notice of Finance & Accounts Committee for shifting the PHA-F bank accounts to other bank/(s) with at least "A" rating in line with Finance Division guidelines, 2003. Finance & Accounts Committee further recommended that matter may be placed in upcoming BoD for information.

08. In compliance of Finance & Accounts committee decision and recommendations, all sixteen projects bank accounts have been opened with JS Bank Ltd @13.05% per annum quoted the highest markup rate.

DECISION:

The Board agreed with the recommendations of the Finance & Accounts Committee regarding sixteen (16) projects bank accounts, which were opened with JS Bank Ltd. @ 13.05% per annum.

AGENDA ITEM NO. 08

RESERVATION OF EXCLUSIVE QUOTA FOR EMPLOYEES OF GILGIT BALTISTAN FOR ALLOTMENT OF APARTMENT IN I-12/1, FGE/GP, PROJECT ISLAMABAD.

The Board was informed that, PHA-Foundation launched its housing project for registered Federal Government Employees in I-12/1 Islamabad, and balloting of the apartments was held on December 21, 2015 under chairmanship of Honorable Minister of Housing and Works, in presence of media persons, balloting committee.

02. Under the drive registration scheme the Federal Government Employees & General public were Offered/allotted the flats under two categories (D & E type), in the mean while the

flats were offered on "First come First serve" basis for the case of Federal Employees to deposit the down payment, but the situation did not change and the flats of federal government category were offered to both federal government employees as well as to general public in the 27th BoD meeting of PHAF, dated 14 December 2017, on "First come First serve" basis, the detail of Booked / Vacant apartments was as under:-

Sr No	Type	Total	Booked	Vacant	Price Difference	
01	D-Type	2400	1556	844	3600000 (FG)	3975000 (GP)
02	E-Type	800	220	580	2975000 (FG)	3265000 (GP)
03	Total	3200	1776	1424		

03. The Chief Secretary Gilgit Baltistan had written a D.O letter to Secretary Housing & Works and requested that employees of Gilgit Baltistan Government did not have any quota in any Federal Housing project or scheme. He further requested that the employees of Gilgit Baltistan Government may kindly be allocated a special quota in the ongoing I-12/1 flats project at Islamabad as well as future Housing projects/schemes at the rates available to the Federal Government Employees.

04. In view of the above as nearly half of the apartments were still vacant and needed booking, therefore it was proposed that the employees of BPS (1-16) Govt. of Gilgit Baltistan (GB) may be made eligible for allotment of apartments at I-12/1 project Islamabad on rates as admissible to FG Employees to achieve the target of allotment.

DISCUSSION:

CEO, PHAF informed the forum that Government of Gilgit Baltistan had offered to provide land to PHAF in Gilgit and Skardu for construction of housing units. In this regard a meeting was held with SMBR, Gilgit Baltistan in which it was also requested that employees of GB may be provided option for allotment in I-12 project on official rates.

It was requested that the employees of Gilgit Baltistan Government may be accommodated in the ongoing projects of PHAF in Islamabad. He was informed that currently apartments were available in I-12 project which were meant for Federal Government Employees (Bs-1-16) and General Public. The General Public of Gilgit Baltistan can avail the opportunity in the category meant for general public.

As regard Gilgit Baltistan government employees (BS-1-16) it was requested that employees of Gilgit Baltistan may be allowed to be accommodated in I-12 project at Federal Government Employees' rate. Deputy Chairman, BOD asked CEO PHAF whether such arrangements were as per the mandate of PHAF. BOD was informed that such arrangements were in accordance with the mandate of the organization.

DECISION:

After thorough discussion it was decided that PHAF may ask Gilgit Baltistan Government regarding their need and CEO, PHAF may decide the case in the best interest of the organization, FG Employees and GB Government Employees

RE-SCHEDULING OF INSTALLMENT PLAN IN KUCHLAK ROAD PROJECT, QUETTA OF PHAF

PHA-Foundation had launched housing project at Kuchlak Road, Quetta for general public, federal and provincial government employees. Moreover 5% quota was also fixed for families of shuhada of Hazara Community as well. As per approved policy allottees of the said project were required to deposit 15% of unit price as down payment while remaining amount is to be deposited in twelve (12) equal quarterly installments starting from January 2020.

2. It was imperative to state that Estate Wing had received number of complaints directly and many through Prime Minister's Performance Delivery Unit (PMDU) from Federal and Provincial Government employees and general public regarding the huge amount of down payment and quarterly installments fixed for the said project. Most of the applicants had requested to decrease down payment amount and reschedule the installment plan and stretch it up to 5 or 7 years so that installment amount becomes affordable to them as per their salaries.

3. It was explained that being one of the implementing arms of Ministry of Housing & Works, PHA-F is constantly striving to eliminate shelter-ness and to reduce the housing short fall in Pakistan by allotting/offering housing units to low and middle income groups of Pakistan on ownership basis. Its mandate is to make housing facility affordable for low income sector of society.

4. In view of the mandate of this organization and in order to make the project more affordable for allottees as per vision of Prime Minister, the following proposals were submitted for consideration of BoD:-

- a) Down payment may be decreased to 10% from 15% of unit price
- b) Installment may be started from April 2020 instead of Jan 2020 so that allottee may be facilitated with ample time to arrange installment.

DECISION:

The Board regretted the proposal regarding decrease in down payment from 15% to 10% and approved the proposal that installment plan for Kuchlak Road Project may be started from April 2020 instead of Jan 2020.

AGENDA ITEM NO. 10

ALLOTMENT OF 66 RESIDENTIAL APARTMENTS IN BLOCKS-A&B, PHAF OFFICERS RESIDENCIA, ISLAMABAD AND 16 EXECUTIVE APARTMENTS AT BLOCK-24, G-10/2, ISLAMABAD UNDER 5% RESERVED QUOTA

It was informed that in 35th BoD meeting the proposal to allot 66 apartments at Kurri Commercial Cum Residential and 16 Apartments in G-10/2 project in executive block was placed for consideration with different proposal. The BoD after deliberation approved the following:-

- i. The allotment shall be made through open balloting after taking consent from the registered members (BS 20-22).
- ii. To reserve 5% quota for the eligible officers of PHAF, Ministry of Housing & Works and its attached departments/sub-ordinate organizations in POR Kuri commercial cum residential block A&B and G-10/2 project. In case no eligible officer of BS 20 to 22 is available, the reserved apartments will be offered to the officers in waiting list of point (i) above.

2. In compliance with the decision of the BoD, online consent was obtained from the registered members of BPS 20-22 for allotment in these projects and consent from the eligible officers under the 05% reserved quota (04 apartments) for M/o Housing and Works and its attached departments was also obtained through official letter.

3. It was further informed that 917 online consent forms were received for allotment in different categories and 06 consents from the officers working in M/o H&W and its attached departments. As far as the consent received from the Ministry and its attached department was concerned, it was informed that during the scrutiny the following was found:

- There were few officers who were working in M/o H & W in BPS-20-22 but they were not registered with PHAF and as per the decision of the BoD only registered members were to be considered for allotment.
- There was one officer who registered himself in BPS 19 in past with PHAF but could not get it upgraded after his promotion in BPS 20.

4. In view of the above, the officers not eligible due the reasons mentioned were asking for the allotment under the reserved quota but they were ineligible due the previous decision and policy of the BoD.

DISCUSSION:

BoD was informed that 82 apartments were available for allotment to BS-20 and above officers, which were allotted through balloting. There were four apartments reserved against 5% quota for the officers of PHAF, Ministry of Housing & Works and its attached departments. Only one officer was found eligible and processed for allotment. Thus, three apartments were available to be allotted to the officers of M/o (H&W) and its attached departments.

DECISION:

All the eligible officers of BS-20 and above of PHAF and M/o (H&W) may be allowed for the membership of the project and considered for allotment through balloting.

TABLE AGENDA ITEM NO: 01

HIRING OF MARKETING SPECIALIST IN PHA FOUNDATION

It was apprised that presently, construction of three mega projects of PHA-F at I-12, I-16/3, and Kurri Residencia Islamabad was in progress wherein booking of I-12 project was almost 50% despite lapse of almost three years. Moreover, PHA-F had launched PHA-F Residencia Kuchlak Road, Quetta and two projects in Gawadar (Balochistan), Peshawar KPK were in pipeline under the Prime Minister's Vision for construction of 5 million houses.

In this regard, it was further apprised that marketing plays a very vital role in the success of any task. PHA-F intended to hire Marketing Consultant/Specialist for proper marketing of its ongoing and upcoming projects, making marketing plans of the project and public relations in the best interest of organization. Hiring of Marketing Consultant/Specialist would not only improve the sales of the apartments but also build the Image, and improve the overall goodwill of the organization. Therefore, PHA-F proposed hiring of Marketing consultant / Specialist as per following terms and conditions:-

MARKETING SPECIALIST	<p><u>Requirements:-</u></p> <ul style="list-style-type: none"> • MBA (Marketing) or equivalent. • Candidate with foreign qualification or Diploma in Marketing shall be given preference. • 5 years' experience in relevant field. <p><u>ToRs:</u></p> <ul style="list-style-type: none"> • To be appointed against consultancy / miscellaneous head of PHA-F Kuchlak Road Residencia Project for a period of six months (06) further extendable lump sum pay of Rs. 60,000 to 100,000/- per month with first three (03) months as probation. <p><u>JOB DUTIES:-</u></p> <ul style="list-style-type: none"> • Identify areas for improvements in apartment offerings, sale tactics, marketing strategy and promotional activities. • Weighs in on important decisions involving apartment's advertisement and insure that all marketing activity are cost affected. • Work with other officers to establish budget and marketing objectives. • Monitor marketing and sales performance and adjust strategies accordingly. • Adheres to and implement all organizational policies and procedures. • Develop marketing campaigns and media relations strategies. • Collaborate with internal teams (e.g. marketing) and maintain open communication with management. • Update promotional material and publications. • Prepare and distribute press releases organize PR events (e.g. open days, press conferences), regarding marketing of PHA-F ongoing and upcoming projects. • Address inquiries of projects from the media and other parties. • Track media coverage of the projects and follow industry trends. • Prepare and submit marketing planes and manage marketing related issues. • Maintain goodwill and understanding between PHA-F and its allottees / members. • Monitor publicity and conduct research to find out the concerned and expectations of the organization and report and explain the findings to its management. • Marketing of the projects on Social Media for better perception and goodwill.
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3. Relevant rules position as per as per Section 18 clause (a)(b) of PHA-F Employees (Service) Regulations 2017 is as under:-

18. Contractual Appointment:-

- a. *Where under special circumstances, it is not possible to appoint a person, in the prescribed manner, the Foundation may employ any person on contract, for carrying out a specialized assignment or a specific job within a specified time and at a suitable remuneration as approved by the Appointing Authority concerned.*
- b. *Where under special circumstances due to exigency of tasks required to be performed by the professionals to assist the Company in performing its functions and where the appointment of a person, under the prescribed manner is considered to delay the availability of a required professional, the Company may employ through contract a consultant or advisor, for carrying out a specific assignment or a job requiring specialized expertise within a specified time. Such appointment may be made at suitable remuneration as approved by the Board on case to case basis, after due assessment of the prevailing market rates for the acquisition of similar services.*

DECISION:

The Board directed to submit proper marketing strategy to highlight PHAF policies and projects, including image building in the public. In order to implement the marketing strategy, Marketing Wing to be established and in this regard proposal may be placed in next BOD meeting for approval.

TABLE AGENDA ITEM No.2

HIRING OF STAFF FOR ENGINEERING WING OF PHAF ON CONTRACT BASIS

The Board was informed that PHA-F is a subsidiary of Ministry of Housing & Works which had been tasked to provide affordable housing across the country. PHA-F was in the process of launching various large scale housing schemes in different cities of Pakistan i.e. Islamabad, Quetta, Peshawar, Karachi. In order to smoothly execute the projects and strengthen the Engineering Wing, PHA-F proposes hiring of **Quantity Surveyor Specialist / Contract Specialist** as per following terms and conditions:-

Terms and Conditions:

REQUIREMENTS FOR THE POSITION:-

- i) Bachelor Degree in Civil Engineering from a recognized University.
- ii) Preferably M.Sc. Project / Contract Management.
- iii) At least 15 years' experience in contract administration of housing works including FIDIC contract administration.

TOR's :

- Appointed against consultancy / miscellaneous head of the project for a period of 12 months with first three months as a probation period.
- Appointed on lump-sum pay @ Rs. 150,000/-per month.

Responsibilities:

- i) Review the Design and the Bidding Documents to ensure they allow safe and smooth construction.
- ii) Assist PHA-F ("the Client") in administering the contracts and supervising the construction works to ensure their quality and timely completion.
- iii) Evaluate and review the contracts before signing to ensure safeguarding the interest of PHAF.
- iv) Lead the development, implementation and maintenance of the Contract Management Framework and associated procedures, templates and documents
- v) Ensure environmental protection and social safeguards are properly implemented in accordance with the designs in the housing projects.
- vi) Maintaining records of all contractual issues concerning the letting, progress and management of the contracts, and verifying the compliance of the client and the contractor with their respective duties and responsibilities.
- vii) Monitor and maintain an overview of the issues that may put the Client at risk of financial or time effect under the terms of the contracts.
- viii) Establish the record of all client's instructions, classified into clarifications and variations and for the latter, in relation with the quantity surveyor, prepare the variations orders.
- ix) Examine, make recommendation with respect to determinations and reporting upon any claims submitted by the contractors.
- x) Prepare drafts and records that are required for presentation to the dispute board or arbitration.
- xi) Draft certifications for issue in accordance with the contract and upon taking over taking completion of works.
- xii) Any other task assigned by the Client.

Quantity Surveyor Specialist

Requirements for Position

- i) Bachelor Degree in Civil Engineering from a recognized university.
- ii) Preferable M.Sc. in Civil Engineering
- iii) At least 15 years of experience in Quantity Surveying relevant civil engineering works.

Duties and Responsibilities

- Prepare and check bills of quantities for PHA-F
- undertake cost analysis for civil and maintenance works
- assist in establishing PHA-F project specifications and undertake feasibility studies
- perform risk, value management and cost control analysis\
- identify, analyze and develop responses to commercial risks
- prepare and analyze costing for tenders
- provide advice on contractual claims
- analyze outcomes and write detailed progress reports
- value completed work and facilitate payments against project IPCs
- maintain awareness of the different building contracts in current use
- provide facilities management advice and life cycle costing advice
- assist in locating and accessing additional and alternative sources of funding
- Advise and evaluate claims of Contractors and Consultants.
- any other task assigned by the Client

DECISION:

In order to strengthen the Engineering Wing of PHAF the Board directed to make proper working and submit comprehensive case for hiring of Contract and Quantity Surveyor Specialist in PHAF through HR Committee of PHAF and the recommendations of the committee to be placed before BOD.

TABLE AGENDA ITEM NO: 03

RECOMPOSITION OF AUCTION COMMITTEE OF PHAF

The Auction Committee of PHAF was constituted in 20th BoD meeting of PHAF held on October 6, 2015 and was notified by PHAF Office Order dated November 3, 2015. The purpose of the Committee was to assist PHAF in auctioning the vacant/ cancelled apartments/ shops of PHAF by exercising following powers:

- i. To determine terms and conditions of auction,
- ii. Fixation of reserved price,
- iii. To decide venue of auction,
- iv. To decide date of auction,
- v. To prepare auction brochure,
- vi. To run wide publicity and media campaign,
- vii. To decide date of release of advertisement and all other matters pertaining to auction

2. In order to expedite the process of auction, improve coordination activities and avoid unnecessary delay in auction; it was proposed that the Auction Committee may be reconstituted on following pattern:

Existing Composition		Proposed Composition	
Designation	Status	Designation	Status
Chief Engineer (Planning), Pak PWD	Chairman	Joint Secretary (Estate), M/o Housing & Works	Chairman
Deputy Secretary (Estate), M/o Housing & Works	Member	Director (Estate), PHAF	Member
Director (Land), PHAF	Member	Director (Admin), PHAF	Member
Director (Engineering), PHAF	Member	Director (Finance), PHAF	Member
-	-	Concerned AD or DD from Estate Wing, PHAF	Member/Secretary

DECISION:

The Board approved the proposed composition for reconstitution of PHAF Auction Committee.
